# Favourites

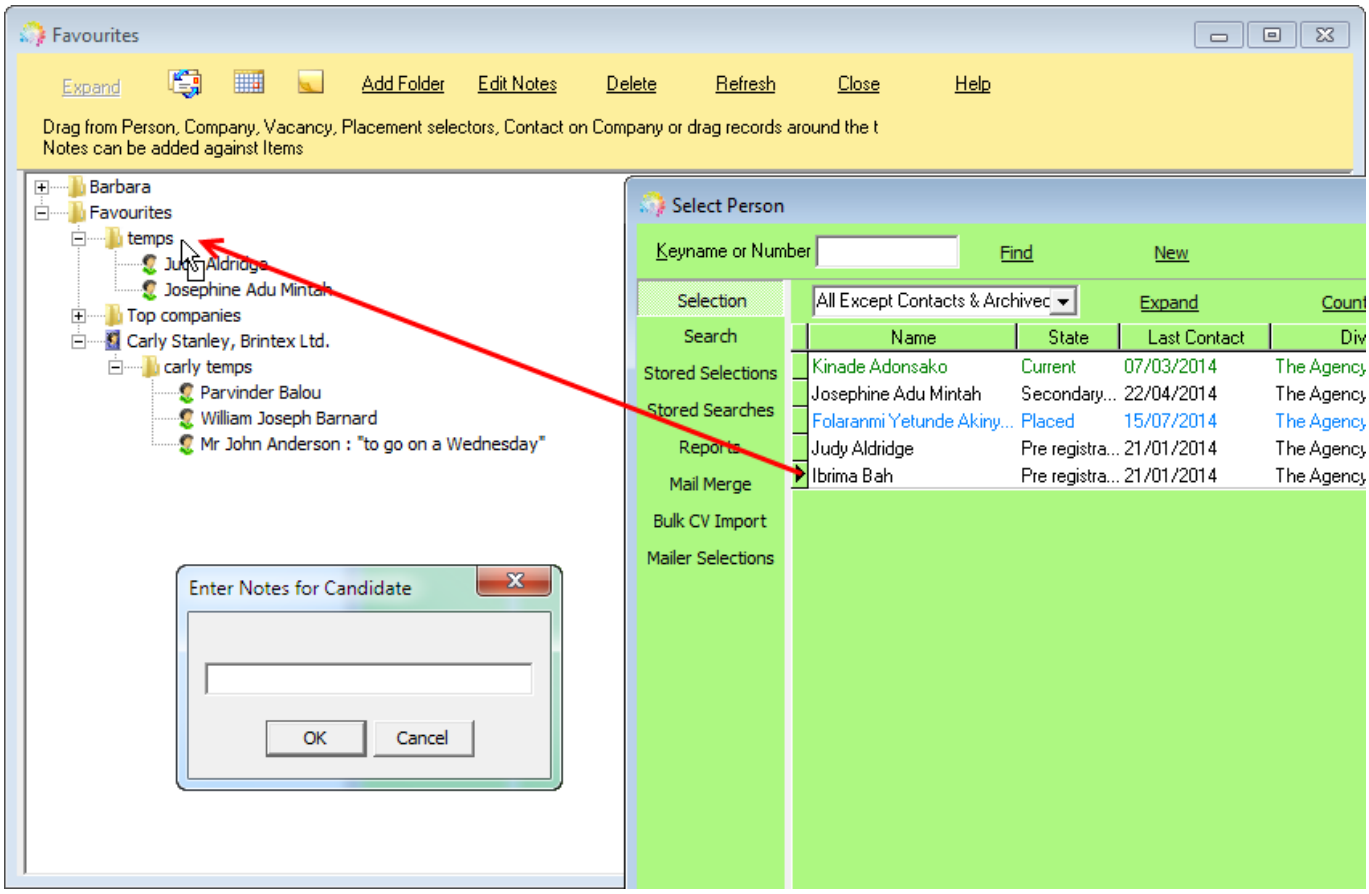
From version 2.2.9.17.



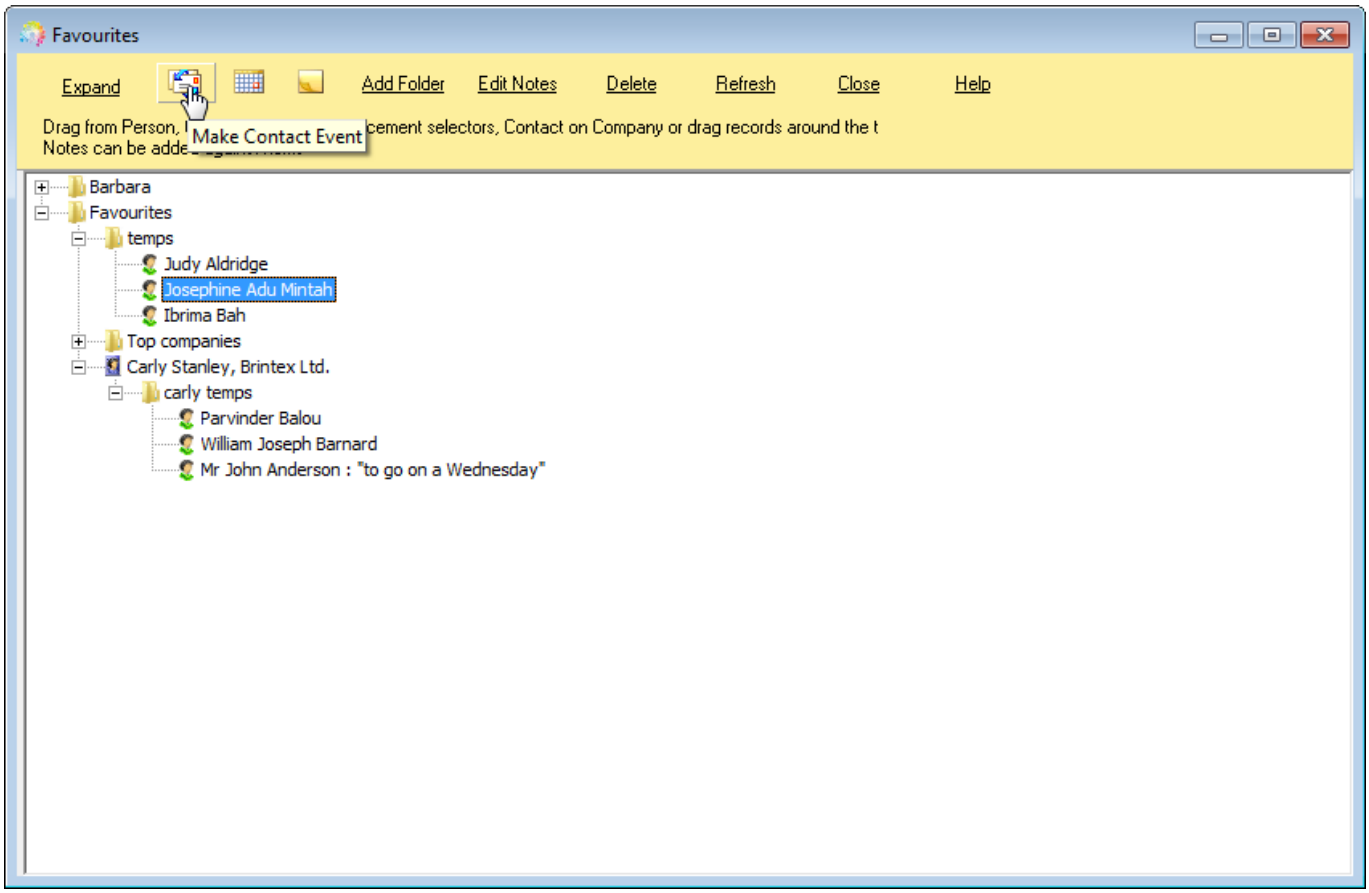

The favourites form allows creation of lists of client, contacts & companies grouped into lists that can then be easily accessed / contact events created against them etc.

Create a folder using the Add Folder button, giving it a relevant name and add notes if you wish.

Drag and drop clients or candidates from selector forms onto the relevant list.




Contact events, appointments and reminders can be made from this form without having to expand the record, select the relevant person and use the create contact event or other relevant button.




Records can be accessed by double clicking or expanding when selected.

Notes can be easily edited to keep up to date.

Individual records can be deleted or entire folders can be deleted - this will just delete the list in the favourites folder it will not delete the actual records.

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